

**OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS:
PANCHPIR, KARANJIA.,DIST-MAYURBHANJ.**

**PROACTIVE DISCLOSURE OF INFORMATION INRESPECT OF THE OFFICE OF THE
DISTRICT INSPECTOR OF SCHOOLS, PANCHPIR, KARANJIA, DIST-MAYURBHANJ
AS PER SECTION 4 (1) (b) OF RIGHT TO INFORMATION ACT – 2005.**

Rule 4 (1) (b)

- (I) Office of the District Inspector of Schools, Panchpir, Karanjia is the head office of Education department in respect of an Education District. Panchpir Education District consists of 5 (five) Blocks namely Karanjia, Thakurmunda, Jashipur, Raruan and Sukruli. Karanjia NAC also comes under the jurisdiction of this Education District. This office looks after the affairs related to the teachers and non-teaching staff working in different schools in Panchpir Education District as all of them are under the administrative control of the District Inspector of Schools, Panchpir, Karanjia who is the head of the office. Their salary, leave and other day to day affairs related to teaching work is being looked after by this office.
- (II) The office of the District Inspector of Schools has the following officers and staff for its smooth running.
- (a) District Inspector of Schools – 1
 - (b) Deputy Inspector of Schools – 1
 - (c) Head Clerk-cum-Accountant – 1
 - (d) Senior Clerk – 4
 - (e) Junior Clerk – 5
 - (f) Fourth Grade Employees – 6

Besides S.I. of Schools, Karanjia NAC is also attached to this office.

The District Inspector of Schools is the head of the office who controls, guides and supervises the work of other employees in the office. Whole system of Education in the Education District is running smoothly under him. He visits SI / BRCC / CRCC offices to review their day to day work and different project works. He reviews their work calling monthly meetings twice every month. He also inspects schools and gives pedagogical support to the teachers. He is answerable to the higher officers and Govt. on the issues related to Education in the Education District. He is the sanctioning authority of different types of leave, leave salary, pension and other claims of the employees.

Deputy Inspector of Schools is the D.D.O. of this office. All the employees, working under this office are being paid by him. He presents bill in the treasury for them. Any payment made to the employees is made in his seal and signature. He is the financial head of the office. Payment of the employees and retired persons (pension) is being paid to them through their Bank Accounts.

Head Clerk is the head of the office in respect of day to day work done by the employees working in the office. He monitors and guides the other dealing assistants and non-teaching staff. He takes main part in distribution of work among the senior and junior staff in the office consulting the District Inspector of Schools and Deputy Inspector of Schools. He is the link between the staff and the officer. All files move through him. He is the Accountant of the office who keeps the accounts and maintaining Cash Book for all transactions.

The Senior and Junior clerks have been assigned different sections as follows for smooth functioning of the office.

Sl. No.	Name of the Ministerial Staff	Name of the Section	Assignment of the Section / Work
1	Bidyadhar Behera, Head Clerk-cum-Accountant	❖ Accounts Section.	❖ All types of Accounts of all types of Schools / Office.
2	Ganeswar Naik, Sr. Clerk	❖ Establishment. ❖ T.O. & Aided UPS Esst. ❖ NFE Defunct	❖ Esst. Matter & information of T.O./ Aided U.P. Schools. ❖ Matter related to NFE.
3	Gouranga Ch. Mohanta, Sr. Clerk	❖ Establishment. ❖ Primary, Project Primary of Blocks & NAC. ❖ UGUP Esst. ❖ SS and GS.	❖ Esst. Matter relating to Primary Schools, Project Primary / PUP Schools / UGUP Schools of Blocks & NAC. ❖ Esst. Matter & information of Recognised, Permitted Private Managed Schools, SS and GS.. ❖ Transfer / Posting / Gradation / Deployment of all types of teachers.
4	Harekrushna Patra, Sr. Clerk	❖ Bill Section U.G.U.P./ Govt. MES (Primary Scheme)/ Karanjia NAC PS Examination	❖ All type of Salary Bills, Budget, Expenditure returns etc. relating UGUP / Govt. MES (Pry. Scheme). ❖ Bills of NAC Primary teachers. ❖ All matters related to U.P. Exam / Pry Scholarship Exam / L.P. Scholarship Exam.
5	Balakram Baskey, Sr. Clerk	❖ Govt. Establishment. ❖ Nodal U.P. Establishment. ❖ Govt. Stock.	❖ All types of Esst. Matter of office Staff, S.I. of Schools, all Nodal UP Schools. ❖ Stock and Stationary.
6	Pradeep Ku. Sei, Jr. Clerk	❖ Bill Section Nodal (ME Scheme) / T.O./ Aided UPS ❖ GIA, IED, Pro. Pension.	❖ All types of Salary Bills, Budget, and Expenditure returns etc. relating to Nodal / TO / Aided UPS. (ME Scheme).
7	Satyen Ku. Mitra, Jr. Clerk	❖ Block GPF. ❖ Office Bills. ❖ Misc. ❖ DPEP & KGBV Accounts.	❖ Block GPF in connection with all establishment section. ❖ The Govt. Bills (Office & SIS). ❖ Counter signature of T.C. & all emergency works.
8	Hrudananda Mohanta, Jr. Clerk	❖ Attached to Bill Section	❖ To assist in preparation of bills and other works assigned to P. K. Sei & Harekrushna Patra Sr. Clerks.
9	Smt. Indumati Mohanta, Jr. Clerk	❖ Issue & Diary	❖ Issuing of Letters & Dairies.
10	Aurobinda Giri, Jr. Clerk	❖ Attached to Primary Establishment.	❖ To assist in establishment and other works assigned to G.C. Mohanta, Sr. Clerk.
11	Manamohan Mohanta, S.I.S., Karanjia NAC	❖ DPEP / SSA / EGS Correspondence. ❖ Statistics. ❖ JRC. ❖ SEC/VEC.	❖ All correspondence works related to DPEP, SSA/ EGS / DPEP Books etc. ❖ Other works allotted on order. ❖ Matter related to JRC, SEC/VEC.

The fourth grade employees of the office are to help the dealing assistant and to do as per the instructions of the officers.

The S.I. of Schools who is attached to the office of the District Inspector of Schools, Panchpir, Karanjia is to inspect the primary schools in the Karanjia NAC area and to help the D.I.S. and Deputy in official work. He has also been assigned some files for easy and smooth functioning of the office. He visits the schools at regular intervals and gives pedagogy support to the teachers. He also contacts the VEC members and other persons in case of necessity for betterment of the teaching learning process in the schools.

- (III) District Inspector of schools is the head and highest authority in the Education District in the decision making process, including channels of supervision and accountability. In some cases when he feels, he forms different committees and makes enquiries before taking decision. He is answerable to higher officers and Govt. for smooth functioning of the office. SISs and BRCCs are working under him as Inspector of Schools in their area of operation. They are responsible and answerable to D.I. of Schools for any untoward incident takes place in the schools in the said area.

CRCCs are also working in each G.P. in the Blocks under the Education District. Their main work is to give support to the teachers in teaching and preparing different datas of the schools, required by the District Project Office. They are the regular teachers (Level-IV & Level-V) who have been deployed in the DPEP, structure. They are accountable to the BRCC, DIS and DPC for their deeds and misdeeds.

- (IV) The whole structure of Education in this Education District works and functions as per the rules, regulations and instructions issued by the Govt. from time to time.
- (V) The rules, regulations, manuals and records held by the employees of this office have been kept by the concerned dealing assistants of this office for their reference at times of need.
- (VI) All the documents and files etc. held by the dealing assistants of this office have already been cataloged in a register and kept by the PIO of this office for proactive disclosure. The documents available in the office are as follows.

Sl. No.	Name of the File
1	Pay fixation of Primary School Teachers
2	Science Exhibition
3	Game and Sports
4	MDM File
5	Miscellaneous File
6	SDC Meeting
7	Enquiry & Allegation of teachers File
8	VEC/SEC File
9	Training under DPEP
10	DPEP File
11	EGS & AIE File
12	BRCC File
13	CRCC File
14	7th All India Survey with Guide Book
15	Centre Meeting File
16	Headmasters' Conferenc File
17	Total Sanitation Campaign (TSC) File
18	Inspection Report File
19	Shishu Prativa Utsav 2004 File
20	Opening of New Primary & Upper Primary School File
21	Meeting of SIS/BRCC (DPEP/SSA)
22	Shishumela Competition
23	National, State & Other Award
24	Statistics File
25	JRC Collection Register
26	Cash Book of JRC
27	JRC Vouchers Guard File
28	JRC File

29	JRC Pass Book-1
30	State Bank of India Cheque Book
31	Un used Receipt Book (JRC) - 6 Nos
32	Used Receipt Book (JRC) - 3 Nos.
33	Partly used Receipt Book (JRC) - 1 Nos
34	RTI File
35	RTI Register
36	RTI Cash Book
37	RTI Receipt Book
38	RTI vouchers
39	RTI transmission Register (in side office)
40	RTI Cash Register (detail)
41	Appointment of Primary School Teachers
42	Allegation against Primary School Teachers
43	Assembly Question
44	Affairs of Low-cost Hostel
45	Advancement Scale of Primary School Teachers
46	Engagement of Shikshya Sahayak
47	Engagement of Gana Shikshyaka
48	Grievance Cell (Collectorate)
49	Houserent of Teachers of Primary School Teachers
50	Increment of Teachers of Primary School Teachers
51	Joining Report of Teachers (SS/GS)
52	Grant of Hostel recognition
53	Grant of CL
54	Sanction of Provisional Pension
55	Sanction of Leave of Primary Teachers
56	Submission of absentee statement of Gana Shikshyaka
57	Miscellaneous File
58	Vacancy report of Primary & Upper Primary Schools
59	Sanction of GPF of Primary School Teachers(Temporary)
60	Sanction of GPF (Non Refundable)
61	Lokapal case of Primary School Teachers
62	Zillaparisad Meeting
63	Verification of Certificate
64	Sub Divisional PG Cell Petition
65	Drawal Particulars of Provisional Pension & Gratuity
66	Appointment under Rehabilitation Scheme
67	Review Meeting
68	Information Regarding RTI Act
69	Strike
70	Authority Slip of PPO & GPO
71	Promotion teachers of Primary School
72	Retirement File
73	Personal file of Pratap Ch. Mohanta
74	Sanction of TBA
75	Absentee Statement of SS/GS
76	Saraswati Shishu Mandir
77	Information Regarding Court Case Pry.
78	Govt. Quarters
79	Building File
80	Govt. Stock
81	HRMS
82	School File of Govt. UPS
83	Leave File of Office Staff & SIS

84	Leave File of Govt. UPS
85	Increment File of Office Staff & SIS
86	Increment File of Govt. UPS
87	Pension matter of Office Staff & SIS
88	Pension matter of Govt. UPS Staff
89	School File of Nodal UPS
90	Leave matter of Nodal UPS Staff
91	Increment matter of Nodal UPS Staff
92	Pension matter of Nodal UPS Staff
93	Computer
94	Bill Passing File
95	Allotment File
96	Monthly Return File
97	TE Pending File
98	TE passing File
99	Contingency File
100	DPEP File (Accounts)
101	Staff Accquittance Roll - (2)
102	Stamp File (Postage)
103	TE Accquittance
104	GPF Sanction File (Karanjia)
105	GPF Sanction File (Thakurmunda)
106	GPF Sanction File (Jashipur)
107	GPF Sanction File (Raruan)
108	GPF Sanction File (Sukruli)
109	Issue Register
110	Diary Register - Lower & Higher
111	Peon Book
112	Letter Despatch Register
113	Letter Despatch Cash Book
114	Bill Passing File (Pry)
115	Allotment File (Pry)
116	Monthly Return File (Pry)
117	Budget File (Pry)
118	Contigent File (Pry)
119	Acquittance Roll (Pry)
120	Monthly Return Register (Pry)
121	Allotment Register (Pry)
122	Acquittance Roll -Govt. (ME)
123	LIC Gap File (Pry)
124	Pay Particular File (Pry)
125	Contigent Register (Pry)
126	Cash Book (Exam)
127	Pass Book (Exam)
128	Indent File (Exam)
129	Quatation File (Exam)
130	Scholarship File Class-III (Exam)
131	Scholarship File Class-V (Exam)
132	Result of UPC Exam. (Exam)
133	Transfer of Tenability of Scholarship (Exam)
134	Result of LP Scholarship Exam. (Exam)
135	Result of Pry. (CI-V) Scholarship Exam. (Exam)
136	Exam. Stock Register (Exam)
137	Bakartala TOUP (ME) School File
138	Bala TOUP (ME) School

139	Budamara TOUP (ME) School
140	Basantpur TOUP (ME) School
141	Bhanra TOUP (ME) School
142	Chaturanjali TOUP (ME) School
143	Champajhar TOUP (ME) School
144	Denua TOUP (ME) School
145	Galusahi TOUP (ME) School
146	Jaunriposi TOUP (ME) School
147	JK ME School, Manada
148	Jamukeswar TOUP (ME) School
149	Khandbandh TOUP (ME) School
150	Kamaladevi ME School, Jamunty
151	Khichingeswari ME School
152	Maa Khichingeswari ME School, Kesna
153	Mandua TOUP (ME) School
154	Moudi Sanjunposi TOUP (ME) School
155	Matiagarh TOUP (ME) School
156	Mituani TOUP (ME) School
157	Panchayat ME School, Chadheibhol
158	Padiabeda TOUP (ME) School
159	San-nai TOUP (ME) School
160	Tato TOUP (ME) School
161	Teranty TOUP (ME) School
162	Bir Jadunathpur Aided ME School
163	Debanjib Aided UP School, Galusahi
164	Balipsoi Aided UP School
165	GP Aided UP School, Jarak
166	Hindola Aided UP School
167	Kumbharpondugandi Aided UP School
168	Maa Mangala Aided UP School, Keshdiha
169	Panchayat Aided Girls UP School, Sukruli
170	Fulmati Hembram Aided UP School, Tangia
171	Maa Ambika Aided UP School, Ghosda
172	Raghunath Hembram Aided UP School, Bagdafa
173	Special File of Sri Benudhar Giri, HM, Basantpur UP (ME) School
174	Pay fixation file
175	Sanction of increment
176	Sanction of GPF
177	Sanction of Leave
178	Hostel Recognition
179	G.I.S.
180	Supply of RCCP & Color TVs
181	General Cash Book (Vol.-39)
182	Subsidiary Cash Book (Vol.-I)
183	Bill Register (Vol.-38)
184	Book of Drawal (Running)
185	Bank Drafts Register (Vol.-I)
186	Audit * Inspection Report files made by Departmentally and A.G. (A & G) Orissa, Bhubaneswar from the year, 1992-93 to 2006-07. [15 Nos]
187	Vrs. G. files (Salaries Payments etc) Vol.-VII.
188	Register containing the valuable records kept in the strong room of the Karanjia Sub-Treasury - Register & Files.
189	Cheque Book bearing No.304154 to 304200. (47 Nos)

- (VII) Information has been given through walling about the Public Information Officer, Assistant Public Information Officer and First Appellate Authority to know about the functioning of the office and the records and files available in the office.
- (VIII) An advisory board has been constituted taking Deputy Inspector and Head Clerk of this office to give proper advice to the PIO, APIO and the Appellate Authority in case of necessity. The meeting of the body is open to the public. The minutes of such meetings are accessible to the public.
- (IX) The directory of the officers and the employees working in the office of the District Inspector of Schools, Panchpir, Karanjia is as follows.

Sl. No.	Name of the Employee	Designation	Qualification	Date of Birth	Date of entry in to service	Date of entry in to present level	Date of joining in the present station	Date of retirement	Contact Number
1	Antaryami Sahoo	DIS	BA,B.Ed	09.08.54	13.12.79	05.10.05	04.11.08	31.08.12	9437291219
2	Tarun Kumar Dwibedi	Dy. IS	BA B.Ed	16.04.54	08.09.78	02.08.08	02.08.08	30.04.12	9938585312
3	Manamohan Mohanta	SIS	M.Ed.	19.08.56	30.10.78	12.08.03	02.07.05	31.08.14	9437320611
4	Bidyadhar Behera	H.C.	I.A.	02.08.55	05.05.79	24.01.09	24.01.09	31.08.13	9937644159
5	Ganeswar Naik	S.C.	Matric	21.02.57	06.01.81	26.02.91	01.05.98	28.02.15	9437320631
6	Gouranga Ch. Mohanta	S.C.	I.A.	04.02.54	14.11.77	12.05.95	01.04.00	29.02.12	9437194082
7	Harekrushna Patra	S.C.	B.A.	08.04.68	30.06.94	18.06.04	18.06.04	30.04.26	9438085369
8	Balakram Baskey	S.C.	B.A.	12.01.65	31.12.90	12.04.07	12.04.07	31.01.23	9437877118
9	Pradeep Kumar Sea	J.C.	Matric	13.06.63	05.11.84	05.11.84	01.01.00	30.06.21	9938969470
10	Satyen Kumar Mitra	J.C.	B.A.	02.06.69	01.07.95	01.07.95	05.08.03	30.06.27	9437651560
11	Indumati Mohanta	J.C.	BA, Ratna	15.10.79	25.11.08	25.11.08	25.11.08	31.10.37	9438613745
12	Hrudananda Mohanta	J.C.	B.Sc, Hons	24.02.78	25.11.08	25.11.08	25.11.08	29.02.36	9438193399
13	Aurobindp Giri	J.C.	B.A., Hons	15.08.80	25.11.08	25.11.08	25.11.08	31.08.38	9861646110
14	Manohar Naik	Peon	UP	29.11.58	02.11.71	02.11.71	24.11.77	30.11.18	9438151612
15	Ghanashyam Barik	Peon	Matri	09.10.51	25.07.73	25.07.73	19.08.98	31.10.11	9853977607
16	Dulal Ch. Barik	Peon	Under Matric	25.04.53	01.12.77	01.12.77	20.05.83	30.04.13	
17	Saraswati Dei	Peon	Literate	17.01.59	18.01.91	18.01.91	18.01.91	31.01.19	
18	Gurucharan Naik	Peon	Class-XI	11.05.53	13.01.82	13.01.82	18.06.82	31.05.13	
19	Narendra Panda	Peon	I.A.	14.06.69	25.07.07	25.07.07	25.07.07	30.06.29	9438193414

(X) The monthly remuneration received by each of the officers and employees of this office is as follows (April – 2009).

Sl. No.	Name of the Employee with Designation	Gross Total							Deduction						Net Payable	
		Pay	GP	Total	DA	HR A	OA	Total	GPF	LIC	P. Tax	FA	HB L	HR		Total
1	Antaryami Sahoo, DIS	17730	4600	22330	4913			27243	10000	271	200		925	415	11811	15432
2	TarunKumar Dwibedi, Dy.IS	14150	4200	18350	4037	918	150	23455	11000		200				11200	12255
3	Manamohan Mohanta, SIS	11490	4200	15690	3452	785		19927	5500	340	150				5990	13937
4	Bidyadhar Behera, H.C.	9390	2400	11790	2594	590	40	15014	3000		150	300			3450	11564
5	Ganeswar Naik, S.C.	10710	2800	13510	2972	676		17158	7000	868	150	300			8318	8840
6	Gouranga Ch. Mohanta, S.C.	10000	2400	12400	2728			15128	1300	350	150	300		292	2392	12736
7	Harekrushna Patra, S.C.	8580	2400	10980	2416	549		13945	5300	636	100	300			6336	7609
8	Balakram Baskey, S.C.	8620	2400	11020	2424			13444	1500	110	100	300		292	2302	11142
9	Pradeep Ku. Sea, J.C.	8950	2000	10950	2409	548		13907	2700	206	100	300			3306	10601
10	Satyen Ku. Mitra, J.C.	7910	1900	9810	2185	491		12459	4100	320	100	300			4820	7639
11	Smt.Indumati Mohanta, J.C.	5200	1900	7100	1562	355		9017			75				75	8942
12	Hrudananda Mohanta, J.C.	5200	1900	7100	1562	355		9017			75				75	8942
13	Aurobindo Giri, J.C.	5200	1900	7100	1562	355		9017			75				75	8942
14	Ghanashyam Barik, Peon	6680	1400	8080	1778	404	16	10278	3000		100	300			3400	6878
15	Dulal Ch. Barik, Peon	6680	1400	8080	1778			9858	1000		75	300		202	1577	8281
16	Manohar Naik, Peon	6680	1400	8080	1778	404		10262	2400	44	100	300			2844	7418
17	Smt.Saraswati Dei, Peon	6680	1400	8080	1778	404		10262	4000	548	100	300			4948	5314
18	Ganeswar Naik, Peon	6550	1400	7950	1749			9699	3300		75	300		292	3967	5732
19	Narendra Ku. Panda, Peon	4620	1300	5920	1302	296		7518		714	50	300			1064	6454

- (XI) The budget allocated to this office indicating the particulars of all plans and reports on disbursements made is as follows (For the Year 2008-09).

Expenditure Statement for the Year 2008-09

Scheme - 104 - Inspection					
Units	Total Allotment Received during the year 2008-09	Total Expenditure during the Year 2008-09	Balance Amount	Amount Surrendered	Remarks
Pay+GP	24,53,000/-	24,48,107/-	4,896/-	4,896/-	
DP	9,62,500/-	7,52,412/-	2,10,088/-	2,10,088/-	
DA	13,28,600/-	13,22,541/-	6,059/-	6,059/-	
HRA	1,19,000/-	1,15,388/-	3,612/-	3,612/-	
OA	2,800/-	2,800/-	Nil		
TA	21,000/-	21,000/-	Nil		
Electric	38,931/-	38,931/-	Nil		
Telephone	3,000/-	3,000/-	Nil		
OE	19,500/-	19,500/-	Nil		
Water	2,000/-	2,000/-	Nil		
40% Arrear pay	12,62,000/-	12,59,256/-	2,744/-	2,744/-	
Scheme - Non-Plan ME					
Pay	1,42,94,000/-	1,40,96,127/-	1,97,873/-	1,97,800/-	
DP	55,86,000/-	44,22,949/-	11,63,051/-	11,63,000/-	
DA	91,26,000/-	85,60,333/-	5,65,667/-	5,65,600/-	
HRA	10,86,000/-	9,35,969/-	1,50,031/-	1,50,000/-	
OA	9,000/-	8,370/-	630/-	600/-	
OC	12,000/-	12,000/-	Nil		
TE	3,000/-	3,000/-	Nil		
FA	1,50,000/-	1,50,000/-	Nil		
40% Arrear pay	74,78,000/-	67,42,244/-	7,35,756/-	7,35,700/-	
Scheme - 691 – Block Grant					
Total	8,45,856/-	8,45,856/-	Nil	Nil	
Scheme - 609 – State Plan G.I.A.					
Total	42,49,051/-	41,95,957/-	53,094/-	53,000/-	
Scheme - Non-Plan Primary					
Pay	1,57,98,000/-	1,45,40,651/-	12,57,149/-	12,57,000/-	
DP	48,60,000/-	46,69,637/-	1,90,363/-	1,82,785/-	
DA	82,24,000/-	81,26,510/-	97,490/-	97,000/-	
HRA	9,44,000/-	9,06,089/-	37,911/-	37,000/-	
OA	9,950/-	9,910/-	40/-	Nil	
40% Arrear pay	70,70,000/-	60,71,582/-	9,98,418/-	9,98,000/-	

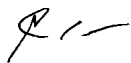
- (XII) No such programme is available in the office of the D.I. of Schools, Panchpir, Karanjia.
- (XIII) No concession, permits or authorisations, granted to any employees of this office (teachers and non-teaching staff working under the D.I. of Schools, Panchpir, Karanjia) as there is no such scheme available here.
- (XIV) No information is held by this office or available in this office reduced in an electronic form.

- (XV) No library or reading room is maintained for public case in this office. Any citizen can obtain information, available in this office, from the PIO of this office in proper way.
- (XVI) The names, designation and other particulars of the Public Information Officer in respect of the office of the District Inspector of Schools, Panchpir, Karanjia is as follows.

**Information on Public Information Officers
Office of the District Inspector of Schools, Panchpir, Karanjia.**

Sl. No.	Name of the Employee	Designation	Designation as PIO/APIO /AA	Date of joining as designated officer	Contact No.	Remarks
1	Gouranga Ch. Mohanta	Sr. Clerk	APIO	02.04.06	9437194082	
2	Manamohan Mohanta	S.I. of Schools, (P) Karanjia	PIO	02.04.06	9437320611	
3	Antaryami Sahoo	D.I. of Schools	Appellate Authority	04.11.08	9437291219	

- (XVII) PIO of this office will update these publication every year taking help of the dealing assistants of the office and other persons whom and when the office thinks proper.


 District Inspector of Schools
 Panchpir, Karanjia